

Source Selection Advisory Team's (SSAT) Source Selection Improvement Group (SSIG) Charter



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1 Introduction

The Source Selection Improvement Group (SSIG) is the result of the U.S. Army Program Executive Office Simulation, Training and Instrumentation's (PEO STRI), Principal Assistant Responsible for Contracting's (PARC) efforts to simplify and implement uniform and consistent procedures for competitive acquisitions throughout the organization. This charter initiates a working-level forum between the Government and Industry partners that promotes constructive exchanges related to the source selection process. The SSIG Charter will describe the purpose, roles and responsibilities, and processes followed to conduct information exchanges with industry and government stakeholders with the objective to improve the source selection process, the quality of solicitations and the quality of submitted proposals. This Charter formally establishes the SSIG which is hosted by the Source Selection Advisor Team (SSAT). The SSAT will report directly to the PARC and will remain operational until formally disbanded by the PARC.

2 Mission

The SSIG will promote improved communication among Army PEO STRI Source Selection Advisory Teams (SSATs) and Industry partners and will provide a forum that promotes constructive exchanges related to the source selection process. In addition, SSIG will provide source selection lessons learned between the organizations. The SSIG will include both Government and Industry membership. This forum encourages both to meet periodically in small group settings to discuss best practices and improvements to the source selection process as they occur; identify issues and concerns with existing processes; identify lessons learned; and, recommend strategies for the future that will encourage both the Government and Industry to participate as well as benefit from this collaboration.

3 Goal and Objectives

The primary goal of the SSIG is to provide solutions that address selected topics and that provide source selection process improvements beneficial to both Government/Industry. The intent is for both Government and Industry to work together to meet this goal and to benefit from the inherent knowledge, experience, and lessons learned that each participant brings to the table. The working group/s objectives are as follows:

- Address Industry concerns with all phases of the source selection process
- Increase process efficiencies and promoting best practices for the development of Government solicitations and the development of Contractor proposals
- Discuss how to leverage the various Industry proposal preparation processes/tools
- Discuss improving solicitation documents
- Discuss the guidelines set forth by the FAR, DFAR, DOD and Army source selection policies to increase awareness of guidelines and policy limitations

4 Organization

The SSIG is authorized to identify and recommend resolution of source selection concerns that will facilitate improving Government and Industry relationships, better educate the DoD training

community by sharing results, and improve efficiencies associated with the timely development and delivery of products and services. The SSAT is accountable to the PEO STRI Acquisition Center ADCO and PARC in the execution of the SSIG. The SSIG Organization is provided in Figure 1.

SSIG Organization

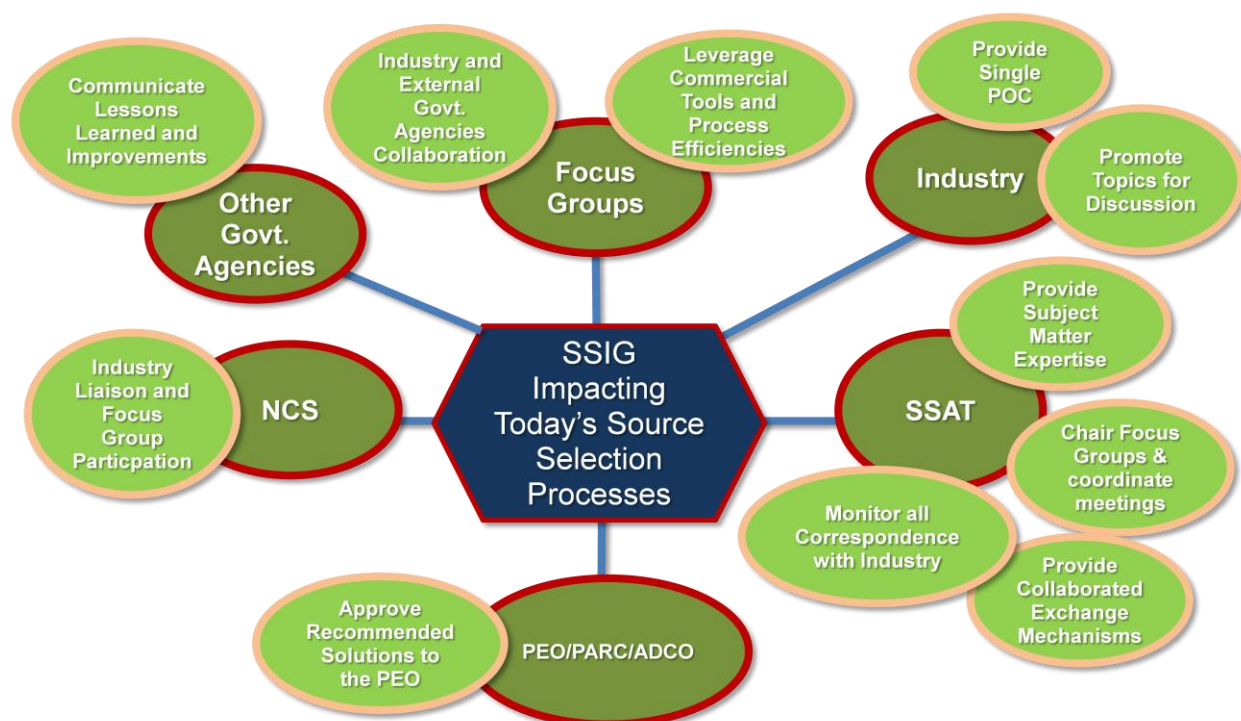


Figure 1 – SSIG Organization

4.1 SSIG Team Membership (PEO STRI, SSAT and Industry members)

Name	Function	Organization
Cynthia Sherman	SSIG Chairperson	PEO STRI Acquisition Center
Armando Sanchez	SSIG Co-Chair	
William Samper	SSIG Technical Lead	
PEO STRI	Focus Group Collaboration	PMs, Directorates, Contracts
Industry Partners	Focus Group Collaboration and Provide Feedback	Team Orlando, and NCS Industry Organization
NCS members	Independent Industry Liaison	National Center for Simulation
Pilot Focus Group Members	Initiate Focus Group Process	Government and Industry Partners

4.2 Roles and Responsibilities of Primary Stakeholders

The PARC is responsible for reviewing the recommended solutions and recommending implementation to the Head of Contracting (HCA).

The ADCO is responsible for reviewing the recommended solutions and selecting ones for review by the PARC.

The SSAT is responsible for hosting the SSIG forum. The team consists of subject matter experts in contracts, program management, and engineering. The SSAT will monitor all correspondence from Industry through the SSAT e-mail address, “peostrissig@peostri.army.mil” and through the PEO’s STRI BOP public collaboration web-page. This web page is the mechanism for industry to submit their responses to the Industry participation questionnaire. A member of the SSAT or designated representative will serve as the Chairperson for the meetings. The SSAT will collaborate with PEO STRI for participation in the focus groups. The SSAT will lead the SSIG focus groups and coordinate meetings with industry to perform the following:

- Collaborate to improve the processes by which Government and Industry interact with each other and educate each other on source selection needs and limitations.
- Elevate Industry feedback and provide recommended solutions to ADCO leadership for approval of those concerns that cannot be resolved at the SSIG forum level.
- Identify Source Selection Topics and understand Industry concerns at the SSIG forum Level.

The National Center for Simulation (NCS) is responsible for being the liaison between the Acquisition Center and Industry (Large/Small) to ensure the Source Selection integrity of PEO STRI, provide support to definitize and prioritize topics, and to select working group members. They can also participate in the focus groups meetings.

The Industry Partners (Large/Small) are responsible for submitting their prioritized topics and to request to participate in the focus groups. Once identified as a member of the team, Industry will assign a single Point of Contact (POC) responsible for participating in the focus group.

5 Operational Process

5.1 Standing Announcement

The SSAT, in collaboration with NCS, will establish the SSIG forum with Industry Partners as a mechanism to improve the source selection process. An open announcement will be posted to the SSIG tab on the STRI Business Opportunities Portal (BOP) public web-page (in the form of a letter from the SSAT Branch Chief) for all interested Industry Partners. An Industry Participation Questionnaire is attached to the open announcement for Industry Partners to complete. The announcement requests recommendations for topics to be discussed in the SSIG focus groups, and requests the name of a nominated representative to participate in the meetings if interested. The SSAT will request Industry to submit discussion topics that describe concerns or ideas that can be addressed by focus groups with the objective to derive collaborative solutions for improving the source selection process and the quality of proposals. The SSIG tab on the STRI BOP serves as a one-way public access for Industry to obtain SSIG information

from the SSAT. The SSAT established a non-personal open e-mail account, peostrissig@peostri.army.mil for industry to submit their response to the announcement and their questionnaire or feedback.

5.2 Focus Group Process

The process for the SSIG is depicted in Figure 2 SSIG Process. The steps in the process are described as follows:

Step 1: The SSAT is collaborating with NCS and other Government agencies to establish the SSIG working group with industry as a mechanism to improve the source selection process. The SSAT will post the announcement in STRI BOP and will be posted to all Industry Partners associated with NCS and Team Orlando and the announcement will include a questionnaire.

Step 2: The Industry Participation Questionnaire will be filled out by the interested industry partners with recommendations for topics to be discussed in the SSIG Focus Group. The topics should describe concerns or ideas that can be addressed by focus groups with the objective to derive collaborative solutions for improving the source selection process and the quality of proposals submitted by the Industry Partners. Industry Partners should submit the completed questionnaires to the non-personal open e-mail account.

Step 3: NCS, in collaboration with SSAT, will help with the formulation of a mix of small and large businesses and selection of a topic related to the SSIG Goals that will be addressed for the Pilot Focus Group.

Step 4: The focus groups will meet and discuss the specific topic to generate alternative solutions for each topic.

Step 5: The SSIG will post topic-recommended solutions to industry using the STRI BOP for industry to provide feedback via the SSAT non-personal e-mail.

Step 6: All Industry feedback will be considered by the focus group in the final recommended solution. The final recommended solutions will be posted in the STRI BOP and will be presented at quarterly meetings aligned with PALT session schedule.

5.2.1 Pilot Working Group (Pilot)

Initially, the SSAT plans to begin with a Pilot to address a selected topic submitted from Industry utilizing the process as defined in Figure 2. If the Pilot is successful, future working groups will be established. The Pilot will also address and refine the draft Charter document as well as make any necessary adjustments to the process. The SSAT will work with the NCS to review submitted responses to this announcement and to definitize and prioritize submitted topics to initially form the Pilot. Based on the results of this Pilot, this document will be revised to reflect the best practices and lessons learned for future quarterly focus groups. The goal of the Pilot is to investigate one or more solutions to the selected issue.

5.2.2 Focus Group Meetings

The focus groups will be made up of no more than ten participants per group. Each working group will consist of small/large businesses with each member from a different company. Once

identified as a member of the Pilot or future working group, you will receive a date, time, and place for attending the meeting in an e-mail. The focus group meetings will take place during normal business hours (0800-1630) and last no longer than 2-3 hours per session. Follow-on meetings may be necessary to complete the process based on the progress of the group. Meetings may occur as necessary, no more than once per week, with the goal to reach consensus on source selection improvement solutions. The SSAT or designated representative will moderate all working group discussions and action items. A member of the SSAT will serve as the Chairperson for the meetings and will request a volunteer from the group to act as note taker/report writer to document derived solutions/ recommendations of the topic. The progress or output of the group will be publicized on the STRI BOP SSIG Tab for all Industry partners to view. After solutions are formulated, the SSAT will post them for industry and other members of the SSIG to provide feedback. If requested, the SSAT may meet face to face with representatives from industry to discuss the possible solutions. Updates and information will periodically be provided to Industry at PEO STRI's monthly Procurement Acquisition Lead Time (PALT) sessions. The focus groups will continue to meet and discuss the possible solutions until a final resolution is determined. The SSAT will post the final resolution and will discuss the final resolution with all the stakeholders during the quarterly SSIG meeting. The minutes from the quarterly SSIG meeting will be posted.

5.2.3 Meeting Agenda

- Chairperson initiates the Meeting (Ground Rules)
- Opening remarks and introductions
- Previous meeting minutes
- Status and/or Scheduling of topic discussions and events
- Action items scheduled for the current meeting
- Reach consensus on topic subject and problem statement description
- Reach consensus on the process or product efficiency improvement goals to be achieved
- Establish facts and assumptions associated with the topic
- Discussion, define lessons learned, best practices, tasks, process efficiencies, document improvements, tools, time to complete, etc. Brainstorm developing topic
- Develop alternative solutions
- Define the benefits of recommended alternative approaches
- Define any metrics to measure recommended improvements
- Prioritize recommendations and document them for feedback by SSIG forum
- Receive feedback from SSIG forum
- Assign team actions to implement final solutions as required.
- Publish final output to the SSIG forum for presentation at quarterly meetings.

5.2.4 Meeting Ground Rules for All Members

- Have equal opportunity to participate
- Must be willing participants with authority to share information that will provide objective benefits
- Will be courteous and respectful to all points of view and approaches
- No right or wrong answers, everyone's opinion should be considered

5.2.5 Meeting Roles & Responsibilities

The SSAT Chairperson is responsible for:

- Ensure the meeting follows the standing agenda
- Posting the status and scheduling of upcoming topics/events
- Source Selection concerns, process assessments, recommended approaches
- Engaging in discussions and recognizing recommended acquisition efficiencies
- Keep discussion focused on agenda items and ensure full participation from members
- Maintain an updated list of the SSIG and focus groups members and selecting Industry members on a rotating basis
- Conduct the SSIG quarterly meetings
- Publish meeting minutes to the PEO STRI BOP SSIG tab
- Empowered to make decisions with proper PEO STRI coordination as required

The Industry participants are responsible for:

- Attend SSIG quarterly meetings at a minimum
- Coordination of an agenda - topics and events to be discussed
- Coordinate with industry members on process issues of concern to the community
- Address action items assigned by the suspense date
- Establish set of collaboration topics, objectives, tasks, resource estimates, and status
- Participation and contributions in sharing perspective approaches on source selection and proposal process

6 Deliverables

- Meeting agenda and minutes
- Comments associated with Source Selection Documents and process efficiencies
- Action items will be assigned with a suspense date and reviewed at each focus group
- Documented final Source Selection Process Improvement Solutions

7 Result

The SSIG will result in improvements to the source selection process at PEO STRI by providing new and creative solutions developed by a unique Industry/Government collaboration.

Figure 2 – SSIG PROCESS

